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29 JUL 1958

MEMORANDUM FOR: Messrs. [REDACTED]

25X1A9a

SUBJECT: New Fitness Report Form

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1. Attached are Thermofax copies of the final proofs of the Fitness Report which has gone to press as shown. It would be appreciated if the addressees could assemble in the near future at a time that is mutually agreeable, to determine the responsibilities, procedures and schedules for the following:

(a) Initiation by the Office of Personnel of initial Fitness Report lists on a monthly basis and annual Fitness Report lists according to the quarterly schedule, perhaps through the medium of machine rosters.

(b) Technique for followup on delinquent initial or annual Fitness Reports.

(c) Method of ensuring preparation of Reassignment Fitness Reports prior to cutting personnel actions, as indicated in the Instructions attached to the Fitness Report.

(d) Revised criteria for Inferior Suitability Watch List.

(e) Central point of control for passing on acceptability of Fitness Reports prior to filing in the Official Personnel Folders and advising the Director of Personnel when he should personally take action as called for in the Instruction Sheet, specifically section F.

(f) Special consideration for techniques for handling Fitness Reports overseas including a method of assembly of Instruction Sheet, Fitness Report and Field Transmittal, Form 45a.

(g) Phasing from the present schedule and cycle of fitness reporting (EOD basis) to the new schedule (grade basis).

(h) Issuances (regulations, notices, etc.) required to put the new Fitness Report into effect at the earliest possible date.

2. A meeting agreeable to all concerned will be worked out by telephone.

[REDACTED]  
Deputy Director of Personnel  
for Planning and Development

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Distribution:

CC to each Addressee

1-D/Pers

2-DD/Pers/PD

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